

NOVEMBER/DECEMBER 2024

**FIM21/CIM21/BIM21 — BUSINESS
ACCOUNTING SOFTWARE**

Time : Three hours

Maximum : 75 marks



SECTION A — (10 × 2 = 20 marks)

Answer ALL questions.

1. Write the extension of word document.
2. Define thesaurus.
3. List any Two types of charts.
4. State any TWO financial functions.
5. List any TWO features of Tally.
6. Define Ledger.
7. What is payment voucher?
8. Name any TWO stock categories.
9. What is called day book?
10. State the use of Fund flow statement.

SECTION B — (5 × 5 = 25 marks)

Answer ALL questions.

11. (a) Elucidate the steps for editing word documents.

Or

- (b) Write short notes on spelling and grammar check.

12. (a) Discuss about MS-Excel and its features.

Or

- (b) Illustrate the usage of any two statistical function.

13. (a) Explain the architecture and customization of tally.

Or

- (b) Describe the steps for editing and deleting groups in Tally.

14. (a) Explain the usage of sales and purchase vouchers.

Or

- (b) Give an introduction to inventories.

15. (a) Discuss about day books and balance sheets.

Or

- (b) Explain the significance of using fund flow statement.

SECTION C — (3 × 10 = 30 marks)

Answer any THREE questions.

16. Explain the steps for doing spelling and grammar check.

17. Describe the process of creating and formatting any two types of charts.

18. Expound the steps for creation of company.

19. Expound the process of editing and deleting vouchers.

20. Illustrate the usage of Bank reconciliation statement.

